

## **RULES FOR COMPUTER AND INTERNET USE**

These are the Operating Rules for working with computers and using the Internet in the Jan Bocatius Public Library in Košice. It regulates the conditions for the provision of electronic services by means of information technology and sets out rules for the use of the Internet.

### **I. Availability of Electronic Services**

1. The Library provides access to electronic services and the Internet through:
  - a) public access points to the Internet at individual workplaces (via personal PCs and Notebooks),
  - b) access to the Internet through a WiFi connection on its own portable devices,
  - c) a special computer designed for the visually impaired and the blind.
2. E-services and access to the Internet may only be used by users with a valid Reader's ID or visitors with a one-day membership.
3. Without a valid Reader's ID, a user can only use the computer located in the entrance hall of the Central Hall at Hviezdoslavova 5.
4. Users and visitors without a valid Reader's ID (Central Hire - Hviezdoslavova 5) who want to use e-services and the Internet via personal PCs, Notebooks or WiFi through their portable devices must inform the service staff about this fact.
5. E-services users must have a basic knowledge of working with a computer are expected be able to work within the Windows XP operating system and, at the same time, understand the basic principles of working with Internet browsers.

### **II. Time Constraints**

1. Visitors without a valid Reader's ID may use e-services and Internet in the entrance hall of the Commons Area in a limited time, up to a maximum of 30 minutes.
2. Users with a valid Reader's ID may use computers and access the Internet free of charge in the range of 20 hours /month. Users with a temporary membership can use computers and the Internet for a maximum of 90 minutes. If all access points to the Internet are occupied and other users are waiting for their use, the librarian can limit the usage time for one user to 30 minutes. Upon exceeding the time limit, the user will be charged a fee for using the Internet according to the pricelist.
3. The user can track the time through their account after logging in to the online catalog of the library.
4. Visually impaired and blind users can use these services through a specially designed computer (in Reader's Library, Hviezdoslavova 5) without a time limit. In case of increased interest in using these services, the Librarian can limit the time for use by one user to 30 minutes.
5. The use of Internet access over a WiFi connection through your own portable device is not subject to a time limit.

6. In general, users and visitors who use the computers for library, information, educational and study purposes have priority over those who only use electronic services. According to this rule and when determining the order at the time of an increased number of users, the Librarian will take into account the service of the user. The computer users must accept the condition of these services.

### **III. Terms and policies**

1. The user may use electronic services via PC and Internet for the following purposes in particular:
  - a) searching for information in the online catalog of the Library and other Library information databases,
  - b) use of electronic resources of the library - databases, CDs, DVDs,
  - c) browsing websites and e-mail,
  - d) creation of non-commercial documents - papers, seminar papers, diploma theses, etc. in MS Word, Excel and PowerPoint (especially in the Information and Education Center and the Regional Department),
  - e) created files and information obtained from the Internet can be stored by a librarian (in particular in the Information and Education Center and at the Regional Department) upon request on a portable storage device,
  - f) listening to music on PCs with PC headsets,
  - g) printing of documents with the consent of the librarian and for a specified fee.
  
2. An e-service user is required to:
  - a) to comply with the Library and Loan Rules of the Jan Bocatius Public Library in Košice, The Operating Regulations for Work with Computers and The Use of the Internet and The Instructions of the Executive Librarian,
  - b) use only pre-installed software,
  - c) report any malfunctions detected to technical, program, installation and electrical equipment of computers, accessories and equipment,
  - d) to deal with the information technology of the Library,
  - e) to observe basic hygiene rules at work, to ensure cleanliness and cleanliness of the environment,
  - f) Exit your running applications after completing your work with your computer, adjust the space around your computer to the original state, and do not shut down your computer and monitor. Only the librarian can restart the computer.
  
3. An e-service user is prohibited from:
  - a) Viewing websites promoting national, racial, religious and other intolerance, violence, pornography, pedophilia, fascism and similar sites with inappropriate content,
  - b) downloading files from the Internet - movies, music, video, etc.,
  - c) downloading any files and programs from the Internet to their own media storage,
  - d) moving, re-installing and interfering with technical equipment and computer accessories, electrical installations, interference with software, installation or copying

- of games and any software in libraries, changes in computer settings, workspace or computer network disruption,
- e) the use of computers for commercial purposes,
  - f) powering of own electronic portable devices in the library's premises via an electrical network,
  - g) performing activities that harass, restrict or impede the privacy of other computer users, including telephone calls, noisy and indecent behavior and vulgarity,
  - h) smoking, consumption of food and beverages.
4. The user may use his / her storage medium only with the consent of the librarian and only on workstations reserved for it. The user is responsible for their own storage media, their content and the data they are working with. The Library is not responsible for any damage to data or media.
  5. The information and data obtained are solely for the personal use of the user, they are not allowed to use them for commercial purposes or to distribute them further in accordance with Copyright Act no. 185/2015 Coll.
  6. The Library is not responsible for the content of files viewed and downloaded from the Internet, as well as for any damages caused by the user to self or to others.
  7. The use of the Internet by children is the responsibility of their parents or their legal representatives.
  8. The user is fully responsible for any damage caused by improper handling and in accordance with the Library regulations, the user will be required to pay.
  9. In the event of non-observance of the instructions, the service provider may prevent the user from accessing the library E-services.
  10. In the event of a gross or repeated violation of these instructions, the Library will proceed in accordance with the Library regulations.

These Operating Procedures will enter into force and expire on the day:

Ing. Soňa Jakešová  
Director